



## **The Corporation of the City of Brantford Housing & Homelessness Services**

requires

### **Housing Facilities Management Coordinator Job ID# 2324**

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Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Housing Initiatives, Residential Assets and Business Supports, the Housing Facilities Management Coordinator will be responsible for the delivery of building operations contracts, maintenance projects and capital renewal within City-owned residential buildings and housing properties. City housing assets include various single dwelling and townhouse buildings and larger residential apartment complexes throughout the City of Brantford and County of Brant geographic areas.

Additional responsibilities include, but are not limited to, maintaining and regular reporting on project budgets and expenditures, preparing project tender documents and specifications, attending site meetings, managing contracted staff, providing appropriate support to contracts being delivered, administer quality assurance for contracted maintenance, preventative maintenance, ensuring barrier free and health and safety standards are adhered to and met through inspections, providing advice and resolving problems.

The Housing Facilities Management Coordinator will provide input to the Manager of Housing Initiatives in preparation of various budgets.

### **QUALIFICATIONS**

- Applicants must have completed a three (3) year accredited Architectural Technology, Building Construction Technology or Bachelor of Applied Technology - Facility Management program, preferably with OACETT or Facility Management Professional (FMP) designation or International Facility Management Association (IFMA) accreditation or equivalent.
- Applicants must have a minimum of three (3) years progressive experience in contract management or combined equivalent of training and knowledge of facilities management and building construction, operations and maintenance, structural and architectural systems.
- Excellent interpersonal and communication skills.
- Proven ability in excellent customer service and the ability to work on multiple projects simultaneously in a team environment is essential.
- Computer skills in AutoCad, Revit and Windows environment utilizing MS Office software with a strong focus on financial analysis and economic justification are required.
- A good knowledge of codes and legislation related to building construction technology as well as good organizational and time management skills is essential.
- Knowledge of the Housing Services Act and the Residential Tenancies Act are an asset.
- Knowledge of and experience in applying for various grant funding streams for affordable housing repairs and maintenance is an asset.
- Response to after-hours calls may be required.

- A valid Ontario G class drivers licence in good standing and the use of a personal vehicle during the course of employment is required.

**WAGE/SALARY RANGE:** \$41.67 to \$44.33 per hour (based on a 35 hour work week) plus benefits

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, May 22, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.